



# **Facility Reporting Application: RPMU Monitor Training**

**Presented by**

**Allen Yang**  
**[Allen.Yang@illinois.gov](mailto:Allen.Yang@illinois.gov)**

**Noshewan Yasin**  
**[Noshewan.Yasin@illinois.gov](mailto:Noshewan.Yasin@illinois.gov)**



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# Agenda

- Webinar Control Panel
- About Facility Reporting
  - Access
- Getting Started
- Monitor Homepage
- CSR-SE Highlights
- “Clean up”
- Questions?

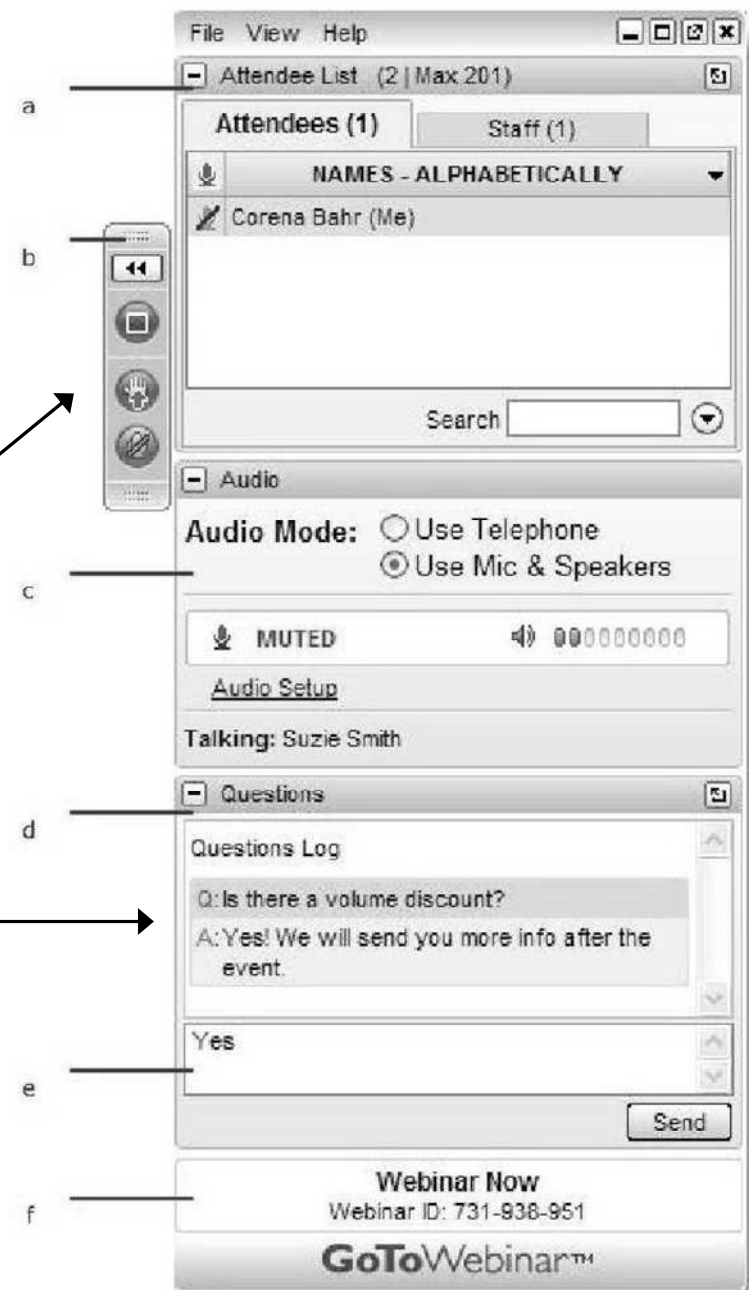
# Webinar Control Panel

## Grab Tab (b)

- Hand icon – click to let us know you have a question

## Question pane (d)

- Type questions or requests (e.g. “please slow down”)



# About Facility Reporting

## IDCFS | FACILITY REPORTING

The Facility Reporting application allows for **Residential Performance Monitors** and **Residential Facility Contacts** to complete and respond to reports.

- Monitors record and submit Clinical Staffing Report-Staffing Evaluations (CSR-SEs) and Facility Contacts respond to CSR-SEs when necessary.
  - \* Monitors will soon begin recording and submitting additional reports (Other Staffing Review, Milieu Observation, UIR/906 Fidelity Review, File Review).
- Facility Contacts record and submit Clinical Staffing Reports (CSRs) and Monitors review and respond to CSRs when necessary.

# Facility Reporting Access

Monitors must request access to the Facility Reporting website by contacting the OITS helpdesk:

Phone Number - (800) 610-2089 Email Address - Helpdesk.OITS@illinois.gov
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Facility contact users must complete online training for RTOS/UIR and Facility Reporting applications and submit the training evaluation form found:

Website Address - <a href="https://illinoisoutcomes.dcfs.illinois.gov/training.html">https://illinoisoutcomes.dcfs.illinois.gov/training.html</a>
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Additionally, a Request for Access to RTOS/UIR and Facility Reporting Applications form must also be completed.

\*This form must be completed by the supervisor of the Facility staff user and sent to the DCFS OITS helpdesk.

Each Facility Contact user must submit both forms:

1. RTOS/UIR Online Evaluation form
2. Request for Access to the RTOS/UIR & Facility Reporting form

# Getting Started

Illinois Outcomes Homepage - <https://illinoisoutcomes.dcfs.illinois.gov>


**IDCFS**

[HOME](#) | [RTDS](#) | [UIR](#) | [IA-CANS](#) | [CAYIT-CANS](#) | [CWS-CANS](#) | [FACILITY REPORTING](#) | [REPORTS](#) | [PROVIDER DATABASE](#) | [ONLINE TRAINING](#) | [MESSAGE BOARD](#) | [CONTACT](#)

Click on the Facility Reporting link.

Login with the Username and Password provided by the OITS Helpdesk.

Please Login:



A login form with two text input fields. The first field is labeled 'Username' and the second is labeled 'Password'. Below the fields is a button labeled 'LOGIN'.

*Note: Password is case sensitive.*

*If you have questions please call the DCFS Help Desk 800-610-2089.*

# Monitor Homepage

The Monitor Homepage is divided into 6 distinctive sections.

(see handout for reference)

1. New FOR Forms
2. Facility Search and Results
- 3. Incomplete Reports and Reports Returned by Supervisor**
- 4. Reports Submitted to Supervisor for Approval*
- 5. Reports Currently Pending Response from Facility*
- 6. Reports Submitted to You for Comment**

# 1. New FOR Forms



New FOR (Facility Observation Report) Forms is the first section at the top of the Monitor Homepage.

Only Monitors (and Monitor Supervisors) can create CSR-SE forms.

\* Other Monitor initiated forms will be available very soon:

- Other Staffing Review
- Milieu Observation
- UIR/906 Fidelity Review
- File Review



## 2. Facility Search and Results

### Facility Search

Facility Name:

Unit Name:

Form Type:

Start Date:  
  
mm/dd/yyyy

End Date:  
  
mm/dd/yyyy

2	Review Date	Form	Unit	Facility Contact	Client Name	CYCIS ID	Status
	09/03/2009	CSR-SE	Behavior Disorder	(none)	(none)	(none)	Created
	09/03/2009	CSR-SE	Behavior Disorder	Facility Contact, Freddy	Herrera, Ponciano	X0380604	Delivered

You can use *Filters* like Facility & Unit Name, Date, and Form Type to find forms that you have created or you have sent to Facility Contacts.

\* You cannot view forms created by other Monitors or created by Facility Staff and sent to other Monitors.

You can also *Sort* the results of your search to find the form you are looking for by clicking on the column headings.

### 3. Incomplete Reports and Reports Returned by Supervisor

3 Incomplete Reports and Reports Returned by Supervisor						
Review Date ▾	Form ▾	Facility Name ▾	Unit ▾	Client Name ▾	CYCIS ▾	Status ▾
09/03/2009	CSR-SE	Onarga	Behavior Disorder	(none)	(none)	Created

This section will list forms that have not been sent to the Facility Contact and require further work from you.

- Incomplete Reports are those that have been *Created* by you but not *Sent* to a Facility Contact.
- Reports *Returned* by Supervisor require a revision before they can be sent out to the Facility Contact.

## 4. Reports Submitted to Supervisor for Approval

4 Reports Submitted to Supervisor for Approval						
Review Date ◆	Form ◆	Facility Name ◆	Unit ◆	Client Name ◆	CYCIS ◆	Facility Contact ◆
06/16/2009	CSR-SE	Lydia	3 South	Collins, Jason	T7079905	Mcgee, Therese

This section lists forms that are waiting *For Approval* from your Supervisor.

Forms under this section are read-only to you.

When your Supervisor approves the form it will be directly sent to the Facility Contact you selected. However, a Supervisor may *Return* the form back to you.

\* You may elect to send a form to your Supervisor For Approval before sending the form out a a Facility Contact. Use this judiciously! Monitor Supervisors may also elect to have all forms from designated Monitors go through For Approval. Use this judiciously!

# 5. Reports Currently Pending Response from Facility

## 5 Reports Currently Pending Response from Facility

Review Date	Form	Facility Name	Unit	Client Name	CYCIS	Facility Contact
09/03/2009	CSR-SE	Onarga	Behavior Disorder	Herrera, Ponciano	X0380604	Facility Contact,Freddy
09/02/2009	CSR-SE	Onarga	Young Adol Prgm 1	Woodward, Johnathin	81930903	Facility Contact,Freddy
07/09/2009	CSR-SE	Lydia	2 South	Conner, Michae	Z1780005	Mcgee,Therese

This section lists forms that have been sent to the Facility Contact.

You may have designated some items on these forms as requiring Facility Responses.

From this list you can re-assign a form to another Facility Contact by clicking on the Facility Contact's name.

Forms under this section are read-only to you until the Facility Contact responds.

# 6. Reports Submitted to You for Comment

6 Reports Submitted to You for Comment						
Review Date ▾	Form ▾	Facility Name ▾	Unit ▾	Client Name ▾	CYCIS ▾	Facility Contact ▾
08/31/2009	CSR	Onarga	Young Adol Prgm *	Barber, Demory	40110806	Facility Contact, Freddy

This section lists forms *Sent* by the Facility Contact and requires further work from you.

You will have to review each form to determine if it calls for a response to the Facility Contact

This Section will list:

- CSRs initiated by the Facility Contact
- CSR-SEs or other forms the Facility has responded to and returned to you.

# Work and Watch Sections

Your Monitor Homepage has 2 sections that list forms which require work from you:

- 3. Incomplete Reports and Reports Returned by Supervisor
- 6. Reports Submitted to You for Comment

The homepage also has 2 sections that displays read-only forms you are “watching”:

- 4. Reports Submitted to Supervisor for Approval
- 5. Reports Currently Pending Response from Facility

# Highlights of CSR-SE

- Client information
- Staffing Information
- Monitor Observation Summary
- Residential Evaluation Questions
  - Facility Response to Response Required Questions
- Facility Response to Monitor Observations

# Client information

## Residential Agency - Clinical Staffing Report - Staffing Evaluation

### Client Information

(RRE.1a)  
CYCIS ID:

Search

(RRE.1b)  
Client Name:

(RRE.1c)  
Client DOB:

(RRE.1d)  
Client Admission Date:

Users can now enter Discharged Clients.

\* If a client has been discharged and admitted to another agency the most current admission information will be auto filled.

You can edit the Agency and Unit information but the most current client admission date will appear in RRE.1d (a “select spells” enhancement has been logged for a future release).



# Staffing Information

## Staffing Information

<small>(RRE.2a)</small> <b>Agency Name:</b> Abraham Lincoln		<small>(RRE.2b)</small> <b>Unit Name:</b> 	
<small>(RRE.3d)</small> <b>Facility Arrival Date:</b> 09/09/2009 mm/dd/yyyy	<small>(RRE.3e)</small> <b>Facility Arrival Time:</b> 12 00 PM	<small>(RRE.3f)</small> <b>Facility Departure Time:</b> 12 00 PM	
<b>Confirm:</b> <input type="checkbox"/> observation over 30 days ago <input type="checkbox"/> observation over midnight <input type="checkbox"/> observation over 8 hours	<small>(RCS.3b)</small> <b>Staffing Start Time:</b> 12 00 PM	<small>(RCS.3c)</small> <b>Staffing End Time:</b> 12 00 PM	
<small>(RRE.4)</small> <b>Staffing Location:</b> <input type="radio"/> Residential Facility <input type="radio"/> Non-residential Facility <div><input type="radio"/> Placement resource agency <input type="radio"/> Community location <input type="radio"/> Home of family member/other significant adult/placement resource <input type="radio"/> Other</div>			
<small>(RRE.5)</small> <b>Staffing Type:</b> 			

Enter Date & Time information, Staffing Location & Staffing Type.  
Staffing Types

Phase 1 (Initial, Ongoing, Supplemental)

Phase 2 (Combined, Transition Only, Supplemental)

# Monitor Observation Summary

## **Monitor Observation Summary:**

Summarize observations, including strengths and weaknesses noted, below.

453 of 4000 characters

ideal candidates for in-game ads—and the results were positive. "The quote of memorized adverts in this study amounts to more than 80 percent with an average of 1.8 remembered brands and about 90 percent of correct namings," the study found. That meant that even within the flow of the game, the majority of people remembered both the ads and the brands shown in the game.

The Monitor Observation Summary is found near the bottom of the form and is available throughout your data entry session for the CSR-SE.

The Monitor Observation Summary section is meant for general comments. If you need specific feedback about a particular question in the survey, use the Facility Response Required option for that question.

# Facility Response to Monitor Observations

**Facility Response:**

Respond to monitor observations here.

194 of 1000 characters

The Institution proposes a climate change roadmap over the next 75 to 100 years, in which geo-engineering is an integrated supporting element in global climate mitigation and adaptation plans.

Facility Response is located directly below the Monitor Observations Summary.

It is viewable after Facility Contact responds and returns a form to you.

# Residential Evaluation/ Questions

#	Question	Answer	Facility Response Required	Facility Response Due Date
RRE.6a	Does the ITP appear to meet the youth's needs?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>	09/24/2009 mm/dd/yyyy
<div>Facility Response: <span>Close</span> 0 of 500 characters</div> <div></div>				

If you need specific feedback about a question in the survey, use the Facility Response Required option for that question.

## Facility Response Required

Check this box if you require the facility contact to respond

## Facility Response Due Date

Select a due date for their response. This is for your reference only.

## Facility Response

This is the area where the Facility Contact will enter their response.

# CSR-SE Workflow

The CSR-SE workflow begins with you clicking Create CSR-Staffing Evaluation from the 1. New FOR Forms section on the Monitor Homepage. Next you will enter your responses to the questions on the CSR-SE.

- After Entering Responses to a CSR-SE
- Sending a CSR-SE
- Submitted Reports

# After Entering Responses to a CSR-SE

Once you have finished entering responses on a CSR-SE you have the choice of performing several actions:

**Save**

Clicking the Save button will store all your entered responses and allow you to return to the form at a later time.

After saving your responses the form is listed under 3. Incomplete Reports and Reports Returned by Supervisor on your homepage.

**Edit**

When you return to a saved form you will need to click the Edit button to continue.

**Exit**

Clicking the Exit button will move you back to your homepage. Make sure to click Save before exiting.

**Delete**

Clicking the Delete button will remove the form from the Facility Reporting website

**Save as PDF**

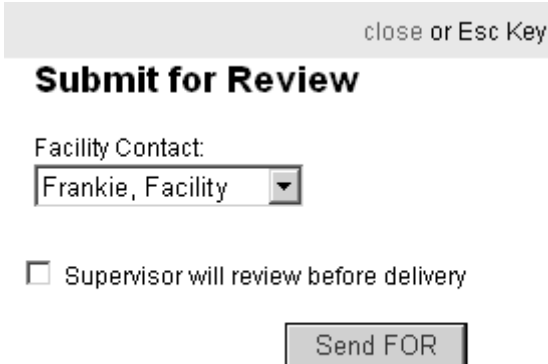
The Save as PDF button will allow you to create a file on your computer that you can use to print or email the CSR-SE. Please remember that the CSR-SE is a confidential form for the Facility's eyes only.

# Sending a CSR-SE

A rectangular button with a light gray background and the word "Send" in black text.

After you have entered all your desired responses, recorded your Monitor Observation Summary and checked Required Facility Response for any questions you can click the Send button

- From the Submit for Review window you can
  - Select the Facility Contact
  - Check the optional supervisor review box

A screenshot of a web form titled "Submit for Review". At the top right is a link "close or Esc Key". Below the title is a label "Facility Contact:" followed by a dropdown menu showing "Frankie, Facility". Below that is a checkbox labeled "Supervisor will review before delivery". At the bottom right is a button labeled "Send FOR".

close or Esc Key

**Submit for Review**

Facility Contact:  
Frankie, Facility

☐ Supervisor will review before delivery

Send FOR

Forms that are pending review by your Supervisor will be found under the 4. Reports Submitted to Supervisor for Approval section on your homepage.

If no review is selected the form will be listed under 5. Reports Currently Pending Response from Facility

# Submitted Reports: CSR-SE

When a Facility Contact responds to your CSR-SE it will be listed under **6. Reports Submitted to You for Comment.**

Next

Facility Responses to particular questions will already be open, but you will need to use the Next and Previous buttons to navigate through the form.

Previous

Edit

After reviewing the Submitted form click Edit to make any changes or make additional comments in the Monitor Observation Summary.

Send

You can re-Send the form back to the Facility Contact using the Send button.

Approve

You can Approve the form and complete the CSR-SE using the Approve button.



# Submitted Reports: CSR

When a Facility Contact sends you a CSR it will be listed under **6. Reports Submitted to You for Comment.**

Edit

You must click Edit to enter Monitor Response Notes or any of the following actions.

Return

You may Return the CSR back to the Facility Contact by using the Return button.

Complete

You may Complete the CSR by using the Complete button

\* To finish a CSR-SE you use the Approve button.  
To finish a CSR you use the Complete button.

How do I clean up my  
homepage?

# Questions?

**Nosherwan Yasin**

**(312) 814 - 8751**

**[Nosherwan.Yasin@illinois.gov](mailto:Nosherwan.Yasin@illinois.gov)**